


TAC Report Card Grade Entry - Quick Instructions


(1) Log Into TAC

- **From School:** From the **App Menu**, go to **Staff Applications > FCPS Links > Teacher Access Center**
- **From Home or School:** Go to <http://www.fcps.org>, click the **Employees** link up top, select the **TAC** link (bottom)
- Log in with your normal FCPS Username and Password

(2) Enter Term Grades, Effort Codes, Instructional Levels, and Comments (All Teachers)

- Click the **Report Card icon**  for a class (not Homeroom) in the **My Classes** section of your **Home** page
- Verify that the **RC Run** box at the top of the screen contains the correct marking period
- Enter the following:
 - Enter a **Term** grade and an **Effort** code for each student (*PK, K enter Effort in step 3 below*)

To load Term grades and Effort codes (and APS for Math) from your TAC Gradebook (if Gradebook was used):


- Click **Load From Gradebook**  at the top of the screen (must be done for each class)
- **Term** grades and **Effort** codes can be changed as needed using the dropdown arrows next to the them

NOTE: The **Effort** code loads as a letter grade (A-F or EE-DE). **The letter grades will automatically be converted overnight to numeric codes (4,3,2,1,0).**


If you set up your gradebook to load **Effort** grades there is nothing for you to do. The **EFF** grades pull from your **Effort** category and will be converted to numeric codes overnight.

If you did not set up your Gradebook to load Effort grades, the **EFF** grade will match the **Term** grade and will need to be manually corrected. You only need to update **EFF** codes that need to be different from the **Term** grades. Letter or numeric (4,3,2,1,0) codes can be entered.

- Enter up to **2 Comments** per subject in the **Comments** columns (*Specials teachers too*)
***PK, K, Gr 1 use codes 10100-11999; Gr 2-5 use codes 12500-14699; Specials use codes 14700-14999*
- For **Math**, enter the **APS** grade (Applies Problem Solving Strategies) and **ILMT** (Instructional Level Math)
- For **Reading**, enter the **ILRD** (Instructional Level Reading)
- For **Reading for Grades PK, K**, enter the **DFS** grade (Demonstrates Foundational Skills)

- BE SURE to click the **Save icon**  when finished
- To see or print the grades for all marking periods, click the **Report Card**


Summary icon 

- Click the **Change button** , select a new class and click OK to switch classes
- Repeat these steps for each class/subject you teach



Instructional Levels for Math and Reading:

- 40 – Receives Alternative Curriculum Based on IEP
- 30 – Receives Essential Curriculum with Intervention
- 20 – Receives Essential Curriculum
- 10 – Receives Essential Curriculum with Extension

(3) Enter Personal and Social Development Codes (Grade Level Teachers)

- Click the **Competency icon**  for **Homeroom** in the **My Classes** section of your **Home** page
- Select (from the dropdown arrows) or type a **Personal and Social Development Code** for each behavior for each student
- Click **Save** when finished (*** Click Save periodically as you work to avoid potential data loss*)

(4) Enter Personal and Social Development Comments and Identify Students with Interims (Grade Level Teachers)

- Click the **Report Card icon**  for **Homeroom** in the **My Classes** section of your **Home** page
- Verify that the **RC Run** box at the top of the screen contains the correct marking period
- In the **INT** column, enter a **Y** for every student who received an Interim Report this term
- Enter up to **2 Personal and Social Development comments** per student using the **Comments** columns
- Click **Save** icon  when finished